

Discovery Charter School  
Meal Charging Policy & Procedure  
Effective August 1<sup>st</sup>, 2022

It is the philosophy of Discovery Charter School to provide nutritious meals to all students who wish to purchase a meal or are eligible for a free or reduced price meal per the regulations of the National School Lunch Program. Parents are responsible for either providing their children with meals, applying for free or reduced price meals when appropriate, or providing adequate funds for their child to purchase a meal. Under no circumstance will a student be denied a lunch meal due to a lack of money or a negative food account balance. A child will not be denied a school meal because of parental negligence as we know this unfairly punishes children and impedes their ability to learn.

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Discovery Charter School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Parents are responsible for knowing the amount of their child's food account balance. Parents may view their child's food service account balance at anytime by logging into the MyMealTime.com website. If you do not have an account, log into your Powerschool parent portal and view the MealTime instructions under Forms.. Parents can make deposits into their student's lunch accounts electronically via the mymealtime.com website or by sending in cash or check in a **labelled, sealed envelope** to school. **Checks should be made payable to Discovery Charter School.**

**Low Balance:** It is the responsibility of the parent to set up a low balance reminder within the mymealtime.com website. Parents can determine the low balance amount and input the email address they wish notification be sent to.

- A student may charge (account balance negative) up to 3 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge (account balance negative) up to \$20 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged (account balance negative) a meal may not charge or purchase "a la carte" item(s), including main entrée, milk, or any other items.
- If a student repeatedly comes to school with no lunch money and no food, food service employees should report this to the school administration as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal once an account goes delinquent beyond 3 meals which will consist of a cheese sandwich, fresh fruit, and milk. A charge of \$2.00 will be applied to the account for an alternative meal.
- The Food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- Communication (either via email or paper) will be sent to parents weekly to notify families of low balance. Communication (either via email or paper) will be sent to parents daily for accounts in negative status. Negative balances of more than \$ 50 not paid in full 10 days prior to the end of the school year will force the corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the corporation.
- Students who graduate or withdraw from the corporation and have \$ 10 or more left in their lunch account can request to have the funds transferred to another student or to receive a refund. If no such request is made within 10 days the student's lunch account balance will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to Food Account fund.